

DEPARTMENT OF FAMILY STUDIES AND COMMUNITY DEVELOPMENT
PROCEDURES FOR PROMOTION, TENURE, REAPPOINTMENT AND MERIT

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1 DEPARTMENT OF FAMILY STUDIES AND COMMUNITY DEVELOPMENT

2
3 PROCEDURES FOR PROMOTION, TENURE, REAPPOINTMENT AND MERIT
4

5 *Note to Faculty: For complete information on promotion and tenure policies, this document*
6 *should be read together with the Policy on Appointment, Rank, and Tenure (ART) of Towson*
7 *University and its appendices (in particular, Appendix 3, “Tenured and Tenure-Track and*
8 *Clinical Faculty Evaluations: Annual Review, Reappointment, Third-Year Review, Merit,*
9 *Promotion, Tenure, and Comprehensive Review”), as well as the PTRM Policies and*
10 *Procedures document of the College of Liberal Arts (CLA).*

11
12 I. PRESUMPTIONS GOVERNING DEPARTMENTAL PROMOTION, TENURE,
13 REAPPOINTMENT, AND MERIT DECISIONS

14 A. The promotion and tenure policies and procedures of the Department of Family Studies
15 and Community Development follow those established in the Towson University Policy
16 on Appointment, Rank, and Tenure (ART) of Faculty (02-01.00) and are in accordance
17 with the Policies and Procedures of the College of Liberal Arts Promotion, Tenure,
18 Reappointment, Merit (PTRM) Committee (11-11-10).

19
20 B. All faculty members are entitled to fairness and due process in promotion, reappointment,
21 tenure, and merit deliberations.

22
23 C. The Department encourages diversity in pedagogy, scholarly practices, and
24 interdisciplinary interests.

25
26 D. The Department encourages shared responsibility and collaborative decision-making.

27
28 E. The Department considers teaching effectiveness to have primary importance in each
29 faculty member’s professional priorities, followed closely by scholarship and service.
30

31 F. Promotion, tenure, reappointment, and merit decisions are made on an individual basis
32 and on their own merits, according to each faculty member's Annual Report and
33 Agreement on Annual Workload.

34

35 G. Each faculty member is responsible for providing the departmental Promotion, Tenure,
36 Reappointment, and Merit (PTRM) Committees with any and all required forms and
37 other materials in support of his/her candidacy for promotion, tenure, reappointment, or
38 merit in a timely and professional manner. Failure to do so is sufficient cause for the
39 Committee to deny promotion, tenure, reappointment, or merit. Since a faculty member
40 is in the best position to understand and present her/his own accomplishments, s/he
41 should frame reasons for promotion and/or tenure and/or a successful First-Year, Third-
42 Year, and Comprehensive (Post-Tenure) Review in a letter addressed to the Committee.
43 Committee evaluation for reappointment and/or merit can be made on the basis of the
44 faculty member's Annual Report(s) and Agreement(s) on Annual Workload only, but the
45 faculty member is entitled to address a letter to the Committee should he or she so
46 choose.

47

48 H. Faculty members of the Department of Family Studies and Community Development are
49 defined as those holding full-time tenured, tenure-track, clinical, and lecturer
50 appointments in the Department.

51

52 II. MEMBERSHIP AND RESPONSIBILITIES OF THE COMMITTEES FOR
53 PROMOTION, TENURE, REAPPOINTMENT, AND MERIT, AND DUTIES OF
54 COMMITTEE CHAIR

55

56 A. The FMST Department has two committees managing the Promotion, Tenure,
57 Reappointment, Annual Review and Merit process. These are the (a) Promotion,
58 Tenure and Reappointment Committee (PTR) and the (b) Merit Committee. Changes
59 to this document will be initiated in the PTR Committee but will be the responsibility
60 of both Department Committees. All faculty members of the Department, regardless
61 of rank, vote on the adoption of any changes to the document and policies contained
62 therein. Document changes shall be approved by a majority vote and forwarded to the

63 College of Liberal Arts Promotion and Tenure Committee by the first Friday in
64 December.

65

66 B. Faculty members who are otherwise eligible to vote but are on sabbatical or other
67 approved leaves of absence may participate in Promotion, Tenure and Merit decisions
68 and vote on these matters provided that they fully participate in all deliberative
69 activities regarding the candidates in question.

70

71 The composition of the PTRM Committee will be modified through revisions to this
72 document in the academic year when permanent members of the Department's
73 faculty include a minimum of three tenured faculty members excluding the
74 Chairperson of the Department. Composition of the PTR Committee as outlined in
75 Section II3Bi follows a structure that modifies the TU Policy on Appointment, Rank
76 and Tenure of Faculty (02-01.00.) The composition of the PTR Committee outlined
77 below was subject to approval by the provost and legal counsel of the university on
78 April 4, 2011.

79

80 C. Promotion, Tenure, and Reappointment Committee (PTR)

81

82 1. Promotion, Tenure and Reappointment Committee Chair: The Chair will be
83 elected for a 3-year term from the ranks of the PTR committee. Eligible
84 members include tenured faculty members and faculty members approved for
85 tenure in their final probationary year. Individuals cannot serve more than
86 two consecutive 3-year terms as Committee Chair. When needed, elections
87 will take place in April. Elections will be held by written confidential ballot.
88 The Chair assumes office in June of that year.

89

90 The Chair is responsible for:

91

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- a. Guiding the reappointment, third year review, promotion and tenure processes and insuring that the policies outlined in this document are followed.
- b. Organizing and chairing all relevant committee meetings.

- 95 c. Facilitating the naming of possible external members for the
96 Committee as needed.
- 97 d. Providing reasonable counsel to faculty members in gathering
98 materials, preparing forms, and assembling dossiers for use in
99 promotion, tenure, merit, and review deliberations.
- 100 e. Ensuring the completion of documentation and securing necessary
101 signatures.
- 102 f. Recording the vote count for all deliberations.
- 103 g. Giving formal written notice of reappointment and tenure decisions
104 to the Department Chairperson to be passed on to the individual
105 concerned and to the proper College and University authorities and
106 committees.
- 107 h. Participating with the Department Chair in the presentation of the
108 written recommendations deriving from Third-Year and
109 Comprehensive Reviews.
- 110 i. Participating with the Department Chair in the presentation of
111 written reasons in cases of non-renewal or non-recommendation
112 for tenure.
- 113 j. Working with the Merit Committee Chair in the development and
114 distribution of the faculty peer evaluation schedule and tracking
115 the completion of peer evaluations.
- 116 k. Working with the Merit Committee Chair in the review and
117 revision of the Department P&T document and submitting possible
118 changes to the department chairperson.
- 119 l. Working with the Merit Committee Chair conducting a P,T&M
120 refresher seminar to all faculty in the spring semester as part of a
121 faculty meeting in May.
- 122 m. Designating a member of the committee to take minutes and record
123 attendance at PTR Committee meetings, and disseminate these
124 minutes to committee members and the Department Chairperson.
- 125 2. The Chair of the subcommittee shall excuse her/himself from deliberations
126 concerning her/his own dossier. Whenever the Chair excuses him/herself from

127 deliberations on his/her own materials, the senior member of the remaining
128 committee shall serve as Chair pro tempore.

129
130 3. Promotion, Tenure and Reappointment (PTR) Committee Composition

- 131 a. The PTR Committee is composed of all tenured faculty members
132 in the department. Faculty members must attend all deliberations
133 to vote.
- 134 b. In the case where there are fewer than 3 tenured faculty members,
135 the Department will supplement the Committee with tenured
136 faculty members from other departments for the minimum
137 requirement of 3 faculty members on the committee (excluding the
138 Department Chair).

- 139 i. If committee members external to the department are
140 needed, the additional faculty members will be
141 identified from a potential list of committee members.
142 Individuals expecting to come up for tenure, promotion
143 or reappointment during the subsequent two years will
144 together identify possible committee members from
145 tenured faculty in other departments. At least three
146 faculty members must be named if one additional
147 member is needed for the committee; at least five if two
148 additional members are needed.

149
150 The identification of additional members will be
151 facilitated by the PTR Chairperson the first week in
152 May so that the list is ready to be submitted to the
153 Department Chairperson by the second Friday in May.
154 The Department Chair and Dean will review the list and
155 make recommendations to the college PTRM
156 committee on or before June 1st. The Dean will
157 determine if potential committee members are willing
158 to serve on the FMST PTR committee prior to making a
159 recommendation to the college PTRM Committee. The

160 college PTRM committee will select members to serve
161 a two year term by the third Friday in June.

162
163 c. The Clinical Evaluation Committee will review clinical faculty.
164 This committee will be the same as the PTR Committee with the
165 addition of a clinical faculty member who has been in the role of
166 clinical faculty for more than three years. (02-01.08 Policy for
167 Clinical Faculty Evaluation, Reappointment, Promotion and Merit
168 V.D.5.b.)

169
170 4. Promotion, Tenure and Reappointment Committee Responsibilities

171 a. Review the portfolios submitted by faculty members and compare
172 them to annual reports, workload agreements, and Curriculum
173 Vitae.

174 b. Compare planned workload agreements to accomplishments over
175 the period of review.

176 c. Attend all meetings of the Promotion, Tenure and Reappointment
177 Committee.

178 d. Make promotion, tenure, third year review, and reappointment
179 recommendations based on the guidelines outlined in this
180 document.

181 e. Complete comprehensive 5-year reviews based on the guidelines in
182 this document and prepare a report based on the review.

183 f. Prepare a report for each tenured, tenure-track, or clinical faculty
184 member outlining the reappointment decision and/or advancement
185 towards promotion and/or tenure. All committee members must
186 sign the report. The faculty member shall sign a statement
187 indicating that s/he has read, but not necessarily agreed with, the
188 evaluation.

189 g. Complete the Department Summary Recommendation Form.

190 h. All committee members must vote. No committee member shall
191 abstain from a vote for tenure or promotion unless the Provost
192 authorizes the abstention. When faculty has a professional or

193 familial conflict of interest, they must disclose the conflict and
194 seek authorization for the abstention.
195 i. Participate in any revisions to the PTRM document under the
196 guidance of the PTR Committee Chairperson and the Merit
197 Committee Chairperson.

198
199 D. Merit Committee

200
201 1. Merit Committee Chair: The Merit Chair will be elected for a 3-year term by
202 the newly formed Merit committee. To fill any vacant seats to begin the
203 following academic year, elections will take place in April or as soon as a
204 vacancy occurs at a department meeting. Elections will be held by written
205 confidential ballot. The Chair assumes office in June of that year.

206
207 The Chair is responsible for:

- 208 a. Guiding the merit process and ensuring that the policies outlined in
209 this document are followed.
- 210 b. Organizing and chairing all relevant committee meetings.
- 211 c. Providing reasonable counsel to faculty members in gathering
212 materials, preparing forms, and assembling dossiers for use in
213 promotion, tenure, merit, and review deliberations.
- 214 d. Ensuring the completion of documentation and securing necessary
215 signatures.
- 216 e. Recording the vote count for all deliberations.
- 217 f. Working with the PTR Committee Chair in the development and
218 distribution of the faculty peer evaluation schedule and tracking
219 the completion of peer evaluations.
- 220 g. Working with the PTR Committee Chair in the review of the
221 Department PTRM documents and submitting possible changes to
222 the Department Chairperson.
- 223 h. Working with the PTR Committee Chair conducting a P, T&M
224 refresher seminar to all faculty in the spring semester as part of a
225 faculty meeting in May.

- 226 i. Designating a member of the committee to take minutes and
227 attendance at Merit committee meetings, and disseminate these
228 minutes to committee members and the Department Chairperson.
- 229 2. The Chair of the subcommittee shall excuse her/himself from deliberations
230 concerning her/his own dossier. Whenever the Chair excuses him/herself from
231 deliberations on his/her own materials, the senior member of the remaining
232 committee shall serve as Chair pro tempore.
- 233
- 234 3. Merit Committee Composition
- 235 a. The FMST Department Merit Committee is a four person
236 committee, including the committee chair each of whom attends all
237 committee meetings. During the Spring semester, the Departmental
238 Chair shall solicit self-nominations from tenured, tenure track and
239 clinical faculty for election to the Merit Committee for the
240 following academic year, and shall ensure that the self-
241 nominations include a minimum of three tenured and/or tenure
242 track, and one clinical faculty members. By the first Friday in
243 April, all tenured, tenure-track and clinical faculty will vote
244 according to confidential ballots. When needed, elections will take
245 place in April or as soon as a vacancy occurs at a department
246 meeting.
- 247
- 248 b. The department chair serves as a member in an ex officio capacity and
249 does not vote. Committee members are to serve three -year terms and
250 can serve no more than two consecutive terms. Committee chairs are
251 to serve three-year terms and can serve no more than two consecutive
252 terms.
- 253 4. Merit Committee Responsibilities
- 254 a. Review the portfolios submitted by faculty members and compare
255 them to the Annual Report Part I, Annual Review Part II Workload
256 Agreement, and Curriculum Vitae.

- 257 b. Make recommendations regarding merit for all faculty based on
258 the faculty members' approved workload agreements for the
259 previous year, and the guidelines outlined in this document.
- 260 c. Attend all meetings of the Merit Committee.
- 261 d. As a group, prepare a report for each faculty member outlining
262 merit recommendations and the reasons behind them. All
263 committee members must sign the report.
- 264 e. Prepare the Department Summary Recommendation form for each
265 faculty member reviewed. Individual committee members shall
266 excuse her/himself from deliberations concerning her/his own
267 dossier.
- 268 f. All committee members must vote. No committee member shall
269 abstain from a vote unless the Provost authorizes the abstention.
270 When faculty has a professional or familial conflict of interest,
271 they must disclose the conflict and seek authorization for the
272 abstention.

273

274 E. Role of Department Chairperson

275

- 276 1. The Department Chair shall serve as a non-voting member of the PTR
277 Committee and the Merit Committee. S/he shall participate in all deliberations
278 regardless of her/his academic rank, except for deliberations on her/his own
279 dossier.
- 280
- 281 2. The Department Chair shall attend PTR committee meetings and participate in
282 discussions but will not serve as a voting member of the committee.
- 283
- 284 3. The Department Chair will compose a separate evaluation report for each
285 faculty member under review for tenure and promotion following the
286 guidelines outlined in the Towson University ART Appendix 3.
- 287

- 288 4. The Department Chair shall attend Merit committee meetings and participate
289 in presentation of portfolios and merit discussions but will not serve as a
290 voting member of the committee.
291
- 292 5. The Department Chair may prepare an independent merit recommendation
293 report.
294
- 295 6. The Department Chair along with the PTR Committee Chair will meet with
296 faculty members undergoing third year review. The purpose of the meeting
297 will be to discuss PRM Committee's recommendations and progress to tenure.
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- 299 7. The Department Chair may prepare a separate report for reappointment of
300 clinical faculty.
301
- 302 8. The Department Chair will prepare a separate report for all clinical faculty
303 considered for promotion.
304
- 305 9. The Department Chair will meet with all faculty members to discuss their
306 annual reports, student and peer evaluations of teaching and advising, the
307 Department's PTRM Committees recommendations, and the annual faculty
308 evaluation in general.
309

310 III.POLICIES AND PROCEDURES

311

312 A. Standards and Expectations

313 The Family Studies and Community Development Department PTRM Committees
314 evaluate candidate files in relation to the standards and expectations established by the
315 Towson University ART policy, the criteria of the College of Liberal Arts, and the
316 criteria of the Family Studies and Community Development Department.
317

318 B. Quorum

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320 A quorum shall consist of a majority of the voting members. Faculty members who are
321 otherwise eligible to vote but are on sabbatical or other approved leaves of absence may
322 participate in Promotion, Tenure and Merit decisions and vote on these matters provided
323 that they fully participate in all deliberative activities regarding the candidates in
324 question.

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326

327 C. Voting Procedures

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329 All voting shall be by confidential ballot (Appendix D Form 1) cast upon completion of
330 the discussion of each candidate, signed with a Towson University ID number, and dated
331 by the voting member. Votes shall be tallied and compiled by the Committee Chair using
332 Appendix D Form 2. (The completion of Form D2 is not contingent on any restrictions
333 regarding recommendations for Base Plus Merit). The Committee Chair will forward to
334 the Chair of the Department a signed by all committee members, dated report of the vote
335 using Appendix D, Form 3, the confidential ballots and the committee's recommendation.
336 The confidential ballots shall not be included in the faculty evaluation portfolio but
337 forwarded by the Chair of the Department under separate cover to the Provost.

338

339 A majority of those voting must support the granting of tenure, promotion,
340 reappointment, or merit for the various PTRM committees to reach a favorable decision.
341 Because a tie vote does not constitute a majority decision, any proposal met with a tie
342 vote fails. Committee members must be present in order to vote. No member of any
343 PTRM Committee shall abstain from a vote unless the Provost authorizes such abstention
344 for good cause, including an impermissible conflict of interest.

345

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347 D. Confidentiality

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349 Members of the PTRM Committee will maintain strict confidentiality concerning its
350 deliberations and recommendations at all points during and after the process, with the
351 exception of the information provided to candidates or departments by the Chair or the
352 Dean in performance of their duties under the ART policy.

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E. Appeal Procedures

The Family Studies and Community Development Department follows the appeals procedures laid out in the University ART Policy, Appendix 3, V, B, 1-3. Faculty members may appeal to the College PTRM Committee negative judgments made at the department level on questions of tenure, promotion, comprehensive review, reappointment, and merit, if the appeal is on substantive grounds. Substantive appeals refer to perceived errors in judgment by the Department Committee or Chair in evaluating the faculty member's performance.

All appeals shall be made in writing. The faculty member shall have 21 calendar days from the date that a negative judgment is delivered in person or the date of the postmark of a certified letter to file an appeal. The appeal must clearly state in writing the grounds for the appeal and must be accompanied by supporting documents. The faculty member may supplement the evaluation portfolio under consideration with any statement, evidence, or other documents believed to present a more valid perspective on performance. Appeals of department recommendations shall be copied to the Department Chair and the Chair of the PTRM Committee.

Faculty members may also submit procedural appeals to the University PTRM Committee, or appeals alleging unlawful discrimination, as provided for in the University ART policy, Appendix 3, and Towson University policy 06-01.00.

F. Document Changes

Every three years after the first approval of the PTRM policies and procedures document, the FMST PTR and Merit Committees will review and vote to either approve the existing document or begin the process to change the document.

G. Evaluation Procedures

1. General Policies and Procedures

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- a. The responsibility for presenting material for the annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive review rests with the faculty member.
- b. The full evaluation portfolio shall be assembled by the individual being considered for annual review, reappointment, third-year review, merit, promotion, tenure, or comprehensive review according to the guidelines described in the “Documentation & Material Inclusion” (Section I.B) of Appendix 3 of the Towson University ART policy and Section IV pg. 14 of this document
- c. For every type of evaluation, including annual review, the faculty member shall sign a statement indicating that s/he has read, but not necessarily agreed with the evaluation. However, failure to sign shall not prevent the documentation from being forwarded to the next evaluation level.
- d. All clinical, tenured and tenure-track, and lecturer faculty shall be evaluated by students using instruments and procedures which assure confidentiality for the student. Faculty shall be evaluated for every course taught, including on-load, off-load, on-line, traditional classroom, and hybrid courses, taught during the academic year, mini-mester, and summer terms.
- e. All clinical, tenured and tenure-track, and lecturer faculty shall undergo peer evaluation through classroom observation by colleagues in the department. (APPENDIX B pg. 42 this document)
 - i. Such observations will be scheduled at least one week in advance with the consent of the faculty member to be observed.
 - ii. The faculty member may express a preference as to which class(es) will be observed.
 - iii. Faculty are encouraged to undergo peer evaluation for a mix of classes – lower level, upper level and seminars as appropriate.
 - iv. Tenure-track, clinical, and lecturer faculty shall undergo classroom observation and peer evaluation at least once per academic year.
 - v. Tenured faculty shall undergo classroom observation and peer evaluation at least twice during the period of their comprehensive review or application for promotion.

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2. Annual Review for Merit

- a. The Merit Committee shall annually review clinical, tenured and tenure-track, and lecturer faculty for merit.
- b. The Department Chair shall be responsible for presenting to the Merit Committee all the evaluation portfolios for all eligible faculty members in the Department.
- c. The Merit Committee shall evaluate the evaluation portfolios and shall prepare a written report, with vote count, for each candidate. The report shall contain reference to each category evaluated including teaching/ advising, scholarship and university/civic/professional service. The report shall be submitted to the Department Chair no later than the second Friday of October.
- d. The Department Chair may prepare an independent recommendation letter and include it in the faculty member's evaluation portfolio by the fourth Friday in October.
- e. The merit recommendation and statement shall be conveyed in writing to the faculty member, inclusive of the Department-Chairperson's statement, record of the vote count, no later than the fourth Friday of October. A vote of no merit shall be delivered in person by the Department Chairperson or sent by certified mail to the faculty member's last known address.
- f. The Chair of the Merit Committee shall forward the evaluation portfolios, Chair recommendation if included, and the Department vote count record to the Dean's office by the second Friday in November.

3. Reappointment: First-Year Faculty and Reappointment of Clinical Faculty

- a. The PTR Committee shall evaluate each new faculty member's first semester performance and make a recommendation for reappointment. The Clinical Evaluation Committee will evaluate the reappointment of Clinical Faculty during the first year.
- b. This evaluation shall be conducted and completed by the third Friday in January.

- 452 c. Each faculty member shall prepare an evaluation portfolio describing
453 activities and accomplishments during his/her first semester. The evaluation
454 portfolio must be finalized with the Department Chairperson by the third
455 Friday in September. The evaluation portfolio must include peer evaluations
456 of teaching, documentation of scholarship and service activities, syllabi of
457 current courses, and a reflective summary of teaching, scholarship, and
458 service. For all new tenure track faculty, the evaluation folder must also
459 include the Standards and Expectations of New Tenure-Track Faculty
460 (SENTF) form.
- 461 d. The faculty member shall submit the evaluation portfolio to the Department
462 Chair no later than the second Friday of December.
- 463 e. The PTR Committee shall review the evaluation portfolio and shall prepare a
464 written report, with vote count. The recommendation for reappointment shall
465 contain reference to each category evaluated, including: teaching/advising,
466 scholarship, and university/civic/professional service. The recommendation
467 shall be submitted to the Department Chair by the first Friday in January.
- 468 f. The Department Chair may prepare an independent recommendation on
469 reappointment and include it in the faculty member's evaluation portfolio by
470 the third Friday in January.
- 471 g. The recommendation shall be conveyed in writing to the faculty member and
472 the Dean, inclusive of the Department Chairperson's recommendation and a
473 record of the vote count, no later than the third Friday in January. A negative
474 recommendation shall be delivered in person by the Department Chair or sent
475 by certified mail to the faculty member's last known address.
- 476 h. Procedures for further steps in the evaluation process and for appeal of
477 negative recommendations are given in the University ART Policy, Appendix
478 3, III, D, 2, g-j.
- 479
- 480 4. Reappointment: Second-Year Faculty and Annual Reappointment of Clinical Faculty
- 481 a. The Family Studies and Community Development Department follows the
482 procedures for the reappointment of second-year faculty laid out in the
483 University ART Policy, Appendix 3, III, D, 3, a-g.

484 b. Evaluation procedures for annual reappointment for Clinical Faculty after their
485 first-year of appointment shall be the same as the evaluation procedures for
486 reappointment of second-year faculty set forth in section III.D.3.a-e of Appendix
487 3, except that the Clinical Evaluation Committee shall be substituted for the
488 department PTRM committee. Evaluation of Clinical Faculty will follow 02-
489 01.08 Policy for Clinical Faculty Evaluation, Reappointment, Promotion and
490 Merit V.C. & D.

491

492 5. Reappointment: Third- through Fifth-Year Faculty

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494 USM Policy II-1.00 Section I.C.3. provides that the appointments of faculty entering
495 the third through fifth years of service will automatically renew for one additional
496 year unless notice of non-reappointment is provided by August 1 prior to the third or
497 subsequent academic year of service as applicable.

498

499 6. Third-Year Review

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501 a. At the conclusion of the fall semester during a candidate's third year at
502 Towson University, the PTR Committee shall conduct a Third-Year Review
503 of tenure-track candidates to assess progress toward tenure and to advise and
504 mentor the faculty member. This includes providing assistance where issues
505 or shortcomings in the candidate's profile are identified and encouragement
506 where progress is deemed satisfactory or exemplary. The PTR Committee
507 evaluation of a candidate's interim progress will become part of the faculty
508 member's file at the department level and will be shared with the dean;
509 however, it will not be forwarded to either the college PTR Committee or the
510 Provost.

511 b. The faculty member to be reviewed shall prepare an interim evaluation
512 portfolio of activities for evaluation by the PTR Committee as outlined in the
513 section "Documentation and Material Inclusion" (Section I.B) of Appendix 3
514 of The Towson University ART policy and Section IV pg. 21 of this
515 document.

516 c. The PTR Committee will evaluate the materials and the Committee Chair will
517 prepare a clear, written statement of progress toward tenure addressing

- 518 teaching/advising, a plan for and evidence of scholarly/creative activity, and
519 service and other relevant criteria. This statement:
- 520 i. must include an indication of whether or not the faculty member's
521 work to date is leading to a positive promotion and tenure decision,
522 and
 - 523 ii. must provide guidance for the improvement of the evaluation portfolio
524 in the event of a satisfactory or unsatisfactory rating.
- 525 d. The following three-level scale is to serve as a general guideline for the
526 review:
- 527 i. Superior progress. Requirements include excellence in
528 teaching/advising, excellence in scholarship, and meeting department
529 standards in service.
 - 530 ii. Satisfactory progress. Requirements include progress towards
531 excellence in teaching and scholarly productivity with satisfactory
532 service as determined by the Department. This ranking indicates that
533 the Department has determined that progress towards tenure is
534 satisfactory but improvements are needed.
 - 535 iii. Not satisfactory progress. This evaluation requires change by the
536 faculty across one or more dimensions. This essentially means that
537 continuance on this performance trajectory is unlikely to result in a
538 favorable tenure decision.
- 539 e. All documentation is due to the Chair of the Department by the third Friday in
540 January.
- 541 f. Feedback shall be in writing and in a face-to-face meeting with the
542 Department Chair and the chair of the PTR Committee no later than the first
543 Friday in March. The written report will be shared with the Dean.
544
- 545 7. Tenure and/or Promotion
- 546 a. The PTR Committee shall review evaluation portfolios for tenure and/or
547 promotion and Associate Professor and shall prepare a written report with
548 recommendation and vote count. Recommendations shall contain reference to
549 each category evaluated including teaching/advising, scholarship and

- 550 university/ civic/professional service. Recommendations should be submitted
551 to the Department Chair by the second Friday in October.
- 552 b. Clinical Faculty. The Clinical Evaluation Committee will review portfolios for
553 promotion to Associate Clinical Professor. The Committee shall prepare a
554 written report with recommendations and vote count. Recommendations shall
555 contain reference to each category evaluated including teaching, advising,
556 scholarship, administrative accomplishment and service. (Recommendations
557 should be submitted to the Department Chair by the second Friday in October.
- 558 c. The Department Chair shall prepare an independent evaluation of each faculty
559 member considered for tenure and/or promotion and include it in the faculty
560 member's evaluation portfolio by the fourth Friday in October.
- 561 d. All recommendations shall be conveyed in writing to the faculty member,
562 inclusive of any Department Chair's statement and a record of the vote count,
563 no later than the fourth Friday in October. Negative recommendations shall be
564 delivered in person by the Department Chairperson or sent by certified mail to
565 the faculty member's last known address.
- 566 e. The faculty member's evaluation portfolio, inclusive of the written
567 recommendation of the Department Committee, the written evaluation of the
568 Department Chair, and the vote count shall be forwarded by the chair of the
569 PTR Committee to the Dean's office by the second Friday in November.

570

571 8. Three Year Appointment for Clinical Faculty

- 572 a. Upon request by the Clinical Faculty member, Clinical Faculty at the rank of
573 Clinical Assistant Professor and higher may be considered for a three-year
574 contract. The Clinical Evaluation Committee will follow procedures set forth in
575 the 02-01.08 Policy for Clinical Faculty Evaluation, Reappointment, Promotion
576 and Merit Section: V.D. 12.

577 9. Comprehensive Five-Year Review (Post-tenure Review)

- 578 a. All tenured faculty shall be reviewed at least once every five (5) years.
579 Comprehensive reviews are summative for a period of the preceding five (5)
580 academic years.
- 581 b. The PTR Committee shall review the evaluation portfolios of faculty members
582 standing for their Comprehensive Five-Year Review and prepare a written
583 report with recommendation and vote count. Recommendations shall contain

584 reference to each category evaluated including teaching/ advising, scholarship
585 and university /civic/ professional service, and should be submitted to the
586 Department Chairperson by the second Friday in October.

- 587 c. The Chair of the Department, in consultation with the Dean of the college
588 shall establish the cycle for comprehensive reviews of faculty within the
589 Department. A faculty member who has submitted formal notice of retirement
590 during the fourth or fifth year of his/her comprehensive review cycle with an
591 intention to retire at the end of that cycle may be exempted from the
592 comprehensive review process at the discretion of the Dean of the college.
- 593 d. The Department Chairperson shall prepare an independent evaluation of each
594 faculty member under review and include it in the faculty member's
595 evaluation portfolio by the fourth Friday in October.
- 596 e. The faculty member's evaluation portfolio, inclusive of the written
597 recommendation of the Department Committee, the written evaluation of the
598 Department Chair, and the vote count shall be forwarded by the chair of the
599 PTR Committee to the Dean's office by the second Friday in November.
- 600 f. A negative comprehensive review shall be followed by the development of a
601 written professional development plan to remediate the faculty member's
602 failure to meet minimum expectations as noted in the comprehensive review.
603 This written plan shall be developed by the faculty member and approved by
604 the Chair and the Dean by the third Friday in June of the academic year in
605 which the negative review occurred. The plan shall be signed by the faculty
606 member, Chair and Dean.

607

608 IV. MATERIALS FOR FACULTY EVALUATION

609

610 A. The responsibility for presenting material for the annual review, reappointment, third-
611 year review, merit, promotion, tenure, or comprehensive review rests with the faculty
612 member.

613

614 B. Request for consideration for promotion and/or tenure must be submitted in writing to the
615 Department Chairperson by the third Friday in September the year prior to the review.

616

- 617 C. Guided by the Department Chairperson, Chairperson of PTR and Merit Committees and
618 department and college criteria, the faculty member shall have the responsibility of
619 making distinctions between the various categories of teaching, scholarship, and service
620 and shall include such distinctions, as s/he deems appropriate in his/her narrative
621 statements and other documentation relevant to each evaluation portfolio section.
622
- 623 D. All material and documentation used in making recommendations for the annual review
624 process (which includes the Annual Review, reappointment, third-year review, merit
625 consideration, promotion, tenure, and comprehensive review) shall be submitted in the
626 form of an evaluation portfolio that addresses the professorial role and expectations of
627 faculty in the University, as well as the faculty member's college and department criteria.
628 The type of review determines portfolio material and process.
629
- 630 E. Evaluation portfolios shall be organized, indexed, and placed in a three-ring binder (or
631 submitted as an electronic portfolio if the University creates an approved format for
632 doing so). Binders should be organized using dividers with tabs to identify the sections
633 (electronic portfolios should be organized with similar clarity, based on University
634 standards once developed and using the technologies available). Although the faculty
635 member has freedom to include materials deemed pertinent to the evaluation, repetitious
636 or padded files are discouraged. Contents of the evaluation portfolio are determined by
637 type of review and minimally, shall include:
638
- 639 1. Evaluation portfolio materials for annual review of all tenured faculty must include
640 the following documents:
 - 641 a. completed and signed AR (Annual Report Parts I & II) or CAR(Chairperson's
642 Annual Report I & II) forms.
 - 643 b. current Curriculum vitae. The curriculum vitae should summarize the
644 candidate's education, teaching, and professional employment; specific
645 courses taught at Towson; honors and grants; scholarly publications;
646 professional presentations, associations, and activities; and record of service
647 to the university, the profession, and the community.
 - 648 c. syllabi of courses taught during the year under review.

- 649 d. evaluation of teaching and advising, as appropriate, and including the
650 following:
- 651 i. student evaluations tabulated by the office of the Department
652 Chairperson or an administrative entity other than the faculty
653 member.
 - 654 ii. grade distributions for courses beginning with the year this
655 document takes effect.
- 656 e. Documentation of scholarship (Clinical Faculty: scholarship/administrative
657 ability –Appendix C) and service. This documentation should include a copy
658 of any publication, review, presentation, grant application, or other item
659 identified by the faculty member as part of the faculty member's scholarly
660 activity.
- 661 i. Large items, such as books that cannot be secured in a binder, may be
662 submitted separately. If there is more than one such item for a faculty
663 member, all such items pertaining to that faculty member should be
664 enclosed in a manila envelope or a box of suitable size and the
665 envelope or box labeled with the name of the faculty member and a list
666 of its contents. All such items submitted shall be considered part of the
667 evaluation portfolio.
 - 668 ii. Faculty who wish to submit work created digitally as part of their
669 portfolio should, whenever possible, include in their file in printed
670 form all of the work product or substantial examples conveying its
671 substance and quality. Digital addresses of web pages, blogs, sites, or
672 other locations may be included but there can be no expectation that
673 reviewers will visit these sites as a required part of the process.
674 Materials that cannot be printed, such as films, may be included on a
675 DVD in the portfolio within a protective binder sleeve or as an
676 accompanying item comparable to books as above.
- 677
- 678 2. Evaluation portfolio materials for annual review of tenure-track, clinical, and lecturer
679 faculty must include the following documents:
- 680 a. all of the above items listed in E.1

- 681 b. peer and/or Chairperson’s evaluation(s) of teaching signed by faculty member
682 and evaluator.
- 683
- 684 3. Portfolio materials for full review of faculty for promotion and/or tenure must include
685 the following documents:
- 686 a. all materials listed above in E.1. and E.2. from the faculty member’s date of
687 hire or last promotion.
- 688 b. a narrative statement in which the faculty member describes how he or she has
689 met and integrated teaching, research, and service expectations based on
690 his/her workload agreements for the period under review.
- 691
- 692 4. If confidential external reviews are solicited pursuant to departmental or college
693 promotion and tenure policies, they will remain confidential and will not be made
694 available to the faculty member. These reviews will not be included in the faculty
695 evaluation portfolio, but will be forwarded under separate cover to each subsequent
696 level of review.
- 697
- 698 5. If the faculty member or the Chairperson participating in the evaluation process
699 wishes to add a statement to his/her file rebutting or clarifying information or
700 statements in the file, this information must be included in the evaluation portfolio in
701 a special section entitled —Information Added. All documentation used as part of the
702 consideration process must be included in the evaluation portfolio no later than
703 November 30.
- 704
- 705 6. If the Chairperson participating in the evaluation process includes information in the
706 faculty member’s evaluation portfolio, other than his/her evaluation, that specific
707 information shall immediately be made known to the faculty member undergoing
708 evaluation and before any evaluation at the next level of review takes place. Solicited
709 external reviews will not be added to the evaluation portfolio but will be forwarded
710 under separate cover to each level of review. Record of the faculty member’s
711 notification shall be tracked via the Promotions, Tenure, Reappointment, and Merit
712 (PTRM) Document Review Transmittal Form. A failure to notify the faculty within

713 five (5) business days will result in the material being removed from the evaluation
714 portfolio.

715

716 F. In addition to the evaluation portfolio, faculty being reviewed for promotion or tenure
717 shall also prepare a summative portfolio for the Provost that shall accompany the full
718 evaluation portfolio from the beginning of the process. It shall be clearly labeled with the
719 faculty member's name, department, and type of review. In each section of the binder,
720 documents shall be presented from the most recent year evaluated to the time of last
721 promotion or year of hire. The summative portfolio shall be compiled in a one-inch
722 binder, labeled and indexed as follows:

723

724 Section I

- 725 • Curriculum vitae.
- 726 • A copy of one recent peer-reviewed publication or description of a comparable
727 creative activity.

728

729 Section II

- 730 • University Forms: Completed and signed Annual Report (AR I & II) or
731 Chairperson's Annual Report (CAR I & II) Forms arranged from most recent to
732 the time of last promotion or year of hire.

733

734 Section III

- 735 • Summary of student evaluations across the evaluation period. Faculty using
736 university evaluation forms should submit the summary of results for each course
737 received from the assessment office. Those using departmental forms should
738 compile the data in a format that will allow analysis of trends over time
- 739 • A narrative statement about individual teaching and/or advising philosophy and
740 an interpretation of student and/or peer/chairperson evaluations.
- 741 • Peer teaching evaluations.

742

743 Section IV

- 744 • Supporting Statement: Summary statement describing correlation between
745 expectations and accomplishments and integrating accomplishments in the areas

746 of scholarship, teaching, and service. The statement must include a discussion of
747 advising responsibilities that reflect records from advising sessions.

748

749 Section V

- 750 • Recommendations (to be added by the appropriate party at the appropriate stage).
- 751 • Written recommendation of the Department Rank Committee and/or
- 752 Reappointment and Tenure committee, including the Departmental Summary
- 753 Recommendation form.
- 754 • Written recommendation of the academic Chairperson.
- 755 • Additional recommendations to be added by the College P&T Committee and the
- 756 academic Dean.

757

758 Section VI

- 759 • Information added (if needed), as specified in IV, E, 5 above.

760

761 G. Student evaluation forms used in the College of Liberal Arts shall ordinarily be the
762 University evaluation forms tabulated by the Office of Assessment.

763

764 H. Peer evaluations are a required part of the review process. Procedures are included as
765 APPENDIX B, pg. 42 of this document. Peer evaluations should use the peer observation
766 form, as appropriate to the situation.

767

768 I. Upon request of the faculty member, external evaluations may be conducted as part of a
769 FMST faculty member's tenure or promotion evaluation. The evaluation must comply
770 with University policy on external evaluations. Faculty must submit such requests in
771 writing to both the Chair of the Department and the Chair of the Department of Family
772 Studies and Community Development PTR Committee by no later than February 1st of
773 the calendar year in which the tenure and/or promotion evaluation will occur.

774

775 V. STANDARDS AND CRITERIA

776

777 A. A faculty member in the Department of Family Studies and Community Development
778 shall meet the standards and expectations set forth in the Towson University Policy on

779 Appointment, Rank, and Tenure of Faculty (02-01.00) and in accordance with the
780 Policies and Procedures of the College of Liberal Arts Promotion, Tenure,
781 Reappointment, Merit (PTRM) Committee
782

783 B. All faculty are responsible for meeting University standards and expectations, including
784 but not limited to those listed in this section. Meeting the general expectations specified
785 below is essential for a faculty member's performance to be judged satisfactory in an
786 annual review or, cumulatively, across a longer period of evaluation.
787

788 1. A faculty member shall fulfill his/her workload agreement in the areas of teaching
789 and advising, scholarship, and service; shall be available for consultation and
790 advising during office hours; and shall meet all classes as scheduled.
791

792 2. A faculty member shall be committed to collegiality and academic citizenship.
793 —Collegiality and academic citizenship refer to the role and responsibility of
794 faculty in shared decision making through open and fair processes devised to
795 provide timely advice and recommendations on matters that relate to curriculum,
796 academic personnel, and the educational functions of the institution. The
797 demonstration of high standards of humane, ethical, and professional behavior is
798 fundamental to collegiality and academic citizenship. These concepts include
799 mutual respect for similarities and differences among participants on the basis of
800 background, expertise, opinions, and assigned responsibilities. Collegiality does
801 not imply agreement; vibrant university communities must include the capacity
802 for respectful disagreement among faculty members and administrators.
803

804 3. A faculty member shall share the responsibility of University, College, and/or
805 Department governance. Faculty members must make themselves available to
806 participate in the work of the department, of assigned committees, or of College
807 and University processes in which faculty play an essential part (admissions
808 activities and graduation could stand as examples of such wider processes).
809

810 4. A faculty member shall participate each year in the faculty evaluation process as
811 described in University, College, and Department documents. Satisfactory

812 participation includes the full completion of annual review forms and submission
813 of the forms signed and accompanied by all documents required no later than the
814 due date specified in the PTRM calendar.

815
816 C. The Department considers teaching effectiveness to be of primary importance, followed
817 closely by scholarship and service. Therefore, all evaluations—merit, reappointment,
818 tenure, promotion, and third and fifth year reviews will be premised on this consideration.

819
820 D. Areas of Evaluation

821 a. TEACHING AND ADVISING– including intentional advising of students,
822 directed readings, independent studies, honor’s theses, and graduate theses.

823
824 b. SCHOLARSHIP – every faculty member under review must be involved in
825 scholarly endeavors (Clinical Faculty: scholarship/demonstrated administrative
826 ability/accomplishment –Appendix C) that reach a professional community
827 beyond the University.

828
829 c. SERVICE – every member of the faculty is expected to participate in
830 departmental, college and/or university/professional service.

831
832 E. Criteria for Teaching and Advising: Criteria for evaluating teaching and advising shall be
833 based on the following considerations:

834
835 1. striving for excellence and competence as a teacher in courses at all levels of the
836 curriculum, as appropriate to the faculty member’s areas of expertise and
837 interests and the department’s curricular needs.

838
839 2. exhibiting on-going growth as a classroom teacher at all stages of the career,
840 developing new methods, pedagogies, and competencies and engaging in honest
841 self-evaluation.

842
843 3. demonstrating competency as reflected in peer and student evaluations

844

- 845 4. developing new courses and curricular initiatives.
846
847 5. striving for excellence in advising and mentoring students.
848
849 6. constructively addressing any areas of concern which may be expressed in
850 student and peer evaluations, merit deliberations, etc.
851
852 7. meeting all classes as scheduled and informing the Department Chair of
853 circumstances requiring absences.
854
855 8. preparing syllabi for each course in accordance with University and Department
856 standards and filing a copy of each syllabus with the Department.

857

858 F. Evaluation of Teaching and Advising shall take four forms:

859

860 1. Self- evaluation of teaching and advising effectiveness shall include a narrative
861 statement about individual teaching and advising philosophy and an interpretation
862 of student and/or peer/Chairperson evaluations.

863

864 2. Student evaluation of teaching is required and is one kind of evaluation to be
865 considered in concert with all other measures of teaching effectiveness. Student
866 evaluations shall be conducted in such a manner to assure confidentiality of the
867 student. Tenured and tenure-track faculty shall be evaluated for all courses taught.
868 This includes all on-load, off-load, on-line, traditional classroom, and hybrid
869 courses taught during the academic year, mini-mester, and summer terms.

870

871 3. Evaluation of teaching by peers requires peer observations be conducted per
872 review period, as frequently as appropriate. Advance notice of at least one (1)
873 week of the peer observation shall be given to the faculty member. Guidelines for
874 performing and reporting classroom observations, including online courses, can
875 be found in Appendix B.

876

877 4. Evaluation of advising will include excerpts from student responses to department
878 administered surveys prior to graduation and may include the inclusion of letters
879 of recommendation written on behalf of students for graduate study or
880 employment, discussion of advising in Annual Review, and/or significant
881 contributions to career advising.

882

883 G. Scholarship: Evaluation of Scholarship shall be based on the following:

884

885 1. The quality and value of scholarship shall be subject to the professional judgment
886 of the members of the Tenure, Promotion, and Reappointment, Merit and Clinical
887 Evaluation Committees, who shall consider such things as the audience of
888 journals or conferences, the rigor of the refereeing process, reviews,
889 administrative accomplishment, or other outside evidence of the quality of the
890 work. Examples of such work may include:

- 891 a. the writing and dissemination of peer reviewed articles or peer
892 reviewed books
- 893 b. the writing and dissemination of book chapters both refereed and non-
894 refereed
- 895 c. presentations at international, national, regional and TU professional
896 conferences
- 897 d. serving as principal investigator/co-investigator on an external grant
898 related to the faculty member's discipline
- 899 e. invited lectures
- 900 f. external grant-writing (submitted)
- 901 g. external grant writing (funded)
- 902 h. chairing and organizing a conference panel
- 903 i. panel participant/discussion in area of expertise at professional
904 conferences
- 905 j. review of scholarly manuscripts and other scholarship within the peer-
906 reviewing process
- 907 k. invited publications and lectures.

908 Published scholarship will be considered toward a rating of Excellent in the year of
909 documentation of acceptance for publication.

910 2. For Clinical faculty: demonstrated administrative ability/accomplishments include
911 areas below. A detailed document with examples of the broad areas can be found
912 in APPENDIX C

- 913 a. Leadership associated with all department internship, service
914 learning and community partner activities
- 915 b. Oversight of all sequential department developed field work courses
916 (FMST 297 Preparing Human Service Workers: Pre-Internship,
917 FMST 397 Internship in Family and Human Services and FMST 497
918 Advanced Internship in Family Studies and Community
919 Development)
- 920 c. Student Development including Managing Student Issues Related to
921 Field Work and Field Work Courses
- 922 d. Community Engagement and Collaboration
- 923 e. Maintaining a high level of Clinical/Professional Excellence
924 including appropriate professional licensure.

925

926 H. Service: Evaluation of service shall consider the following:

927

- 928 1. service to the Department in the form of committee work and work requested by
929 the Department.
- 930
- 931 2. service to the College of Liberal Arts, the University or the University System of
932 Maryland.
- 933
- 934 3. service within the discipline
- 935
- 936 4. professionally related service to the community

937

938

939 I. Annual Review for Merit includes the following three rankings:

940

- 941 1. Excellent: A faculty member shows evidence of excellent achievement in at least
942 two performance areas (teaching/advising, scholarship, and service) and at least

943 satisfactory achievement in the other area according to the criteria specified under
944 Standards and Criteria B through H above.

945

946 2. Satisfactory: A faculty member shows evidence of satisfactory achievement in
947 teaching, scholarship, and service according to the criteria under Standards and
948 Criteria B through H above.

949

950 3. Not Meritorious: A faculty member's performance is unsatisfactory in one or
951 more of the areas specified under Standards and Criteria B through H above.
952 A document with examples of excellence can be found in APPNDIX D

953 J. Tenure

954

955 1. The probationary faculty member must, in the judgment of the members of the
956 Tenure and Promotion Committee, have met the department's Standards and
957 Criteria specified in B through H above, including:

- 958 a. teaching effectiveness consistent with the Department's norms
959 b. serving the University and the Department in a substantial and
960 sustained manner,
961 c. Sustained and substantial intellectual, professional, scholarly
962 development resulting in dissemination which includes peer reviewed
963 publication.
964 d. Collegiality and academic citizenship

965

966 2. The decision to recommend tenure is based on the professional judgment of the
967 members of the Tenure Committee, who may consider the candidate's future
968 potential as well as past performance.

969

970 K. Promotion

971

972 1. To Associate Professor

973 a. The minimum years in rank as specified by the University.

- 974 b. Excellence and commitment to teaching demonstrated by teaching
975 effectiveness consistent with Departmental norms and by continued
976 commitment to course and department development.
- 977 c. Sustained and substantial intellectual, professional, scholarly
978 development resulting in dissemination which includes peer reviewed
979 publication.
- 980 d. Satisfactory performance in all other areas specified under Standards
981 and Criteria B through H above.
- 982 e. Promotion to Associate Clinical Professor
983 Clinical Faculty at all ranks (except Clinical Professor) are eligible for
984 review for promotion. The minimum number of years in rank is six
985 years full-time University teaching for Associate Clinical Professors.
986 Review will normally occur no earlier than the sixth-year in a Clinical
987 Faculty position. Evaluation procedures for promotion are the same as
988 those set forth in section III.D.6.a-c, g-o, and q-r of Appendix 3 to the
989 ART Policy, with the following exceptions: a. References to tenure
990 shall not apply. b. The Clinical Evaluation Committee shall be
991 substituted for the department PTRM committee. c. Departmental
992 standards for Clinical Faculty (as described in Section D.3. above)
993 shall be substituted for department PTRM documents. d. As provided
994 in the evaluation procedures referenced in E. 3. above, the Clinical
995 Evaluation Committee and the Department Chairperson both make
996 recommendations regarding the promotion. If the department level
997 recommendation is favorable, the College PTRM Committee and the
998 Dean make recommendations regarding the promotion.

999 2. To Professor

- 1000 a. The minimum years in rank as specified by the University.
- 1001 b. Excellence and commitment to teaching, demonstrated by teaching
1002 effectiveness at a level at least as high as Departmental norms and by
1003 continued commitment to course and Department development.
- 1004 c. Significant body of scholarly or professional work,
- 1005 d. Distinguished record of service to the Department, College, and
1006 University that includes leadership roles,

- 1007 e. Satisfactory performance in all other areas specified under Standards
1008 and Criteria B through H above
1009 f. Promotion to Clinical Professor
1010 Clinical Faculty at all ranks (except Clinical Professor) are eligible for
1011 review for promotion. The minimum number of years in rank is ten
1012 years for Clinical Professor.

1013 VI. CALENDAR

1014 The Department of Family Studies and Community Development will abide by the
1015 Towson University Annual Review, Reappointment, Third-Year Review, Merit,
1016 Promotion, Tenure, and Comprehensive Review Calendar as published in Appendix 3
1017 of the ART policy. The calendar is included in this document as Appendix A, pg.35
1018 with the understanding that if the published university calendar changes, the FMST
1019 calendar may change without formal amendment of the FMST Policies and
1020 Procedures document.
1021

1022 APPENDIX A

1023 Department of Family Studies and Community Development
1024 Annual Review, Reappointment, Third-Year Review, Merit, Promotion,
1025 Tenure, and Comprehensive Review Calendar
1026

1027 **The first Friday in May**

1028 Department and college PTRM committees are formed (elections for membership on the college
1029 committee are already completed)

1031 **The Third Friday in June**

1032 All faculty members submit an evaluation portfolio to the department chair.

1033 A. Faculty submit a list of at least three (3) names of any additional faculty to be included on
1034 department tenure and/or promotion committee (if necessary) to the department
1035 chairperson and dean.

1036 B. All faculty members with a negative comprehensive review must have final approval by
1037 chair and dean of the written professional development plan.

1039 **August 1 (USM mandated)**

1040 Tenure-track faculty in the third or later academic year of service must be notified in writing of
1041 non-reappointment prior to the third or subsequent academic year of service if the faculty
1042 member's appointment ends after the third or subsequent academic year. To meet this deadline, a
1043 modified schedule may be required as provided in Section III.D.4.a of Appendix 3 of the ART
1044 policy.

1046 **The First Friday in September**

1047 Department chair approval of the list of additional faculty to be considered for inclusion in the
1048 department tenure and/or promotion committee

1050 **The Second Friday in September**

1051 University PTRM committee shall meet and elect a chair and notify the Senate Executive
1052 Committee's Member-at-large of the committee members and chairperson for the academic year.

1054 **The Third Friday in September**

- 1055 A. Faculty notify department chair of intention to submit materials for promotion and/or
1056 tenure in the next academic year.
- 1057 B. College PTRM Committee approval of faculty to be added to a department's PTRM
1058 committee (if necessary).
- 1059 C. Final date for faculty to add information to update their evaluation portfolio for work that
1060 was completed before June 1 unless the schedule for review is modified pursuant to
1061 Section III.D.4.a. D. First year faculty members must finalize the Statement of Standards
1062 and Expectations for New Tenure-Track Faculty (SENTF) with the department
1063 chairperson.

1064

1065 **The Fourth Friday in September**

1066 Department chairperson notifies department faculty, dean, and Provost of any department faculty
1067 member's intention to be reviewed for promotion and/or tenure in the next academic year.

1068

1069 **The Second Friday in October**

- 1070 A. Department PTRM committee's reports with recommendations and vote count on all
1071 faculty members are submitted to the department chairperson.
- 1072 B. College PTRM documents are due to the university PTRM committee if changes have
1073 been made.

1074

1075 **The Fourth Friday in October**

- 1076 A. Department chairperson's written evaluation for faculty considered for reappointment in
1077 the first through fifth years, promotion, tenure, and comprehensive five-year review is
1078 added to the faculty member's evaluation portfolio and conveyed to the faculty member.
- 1079 B. The department chairperson will place his/her independent evaluation into the evaluation
1080 portfolio.
- 1081 C. The department PTRM committee's report with recommendations and vote count and the
1082 department chairperson's evaluation are distributed to the faculty member.

1083

1084 **The Second Friday in November**

1085 The faculty member's evaluation portfolio, inclusive of the department PTRM committee's
1086 written recommendation with record of the vote count, and the written recommendation of the

1087 department chairperson, are forwarded by the department PTRM chairperson to the dean's
1088 office.

1089

1090 **November 30th**

1091 A. All documentation to be used as part of the consideration process must be included in the
1092 evaluation portfolio.

1093 B. The dean must notify the Provost in writing of reappointment/non-reappointment
1094 recommendation(s) for tenure-track faculty in their second or subsequent academic year
1095 of service. Negative recommendations shall be delivered in person by the dean or sent by
1096 certified mail to the faculty member's home.

1097

1098 **The First Friday in December**

1099 Department PTRM documents are delivered to the college PTRM committee if any changes have
1100 been made.

1101

1102 **The Second Friday in December**

1103 First-year tenure-track faculty submit an evaluation portfolio for the Fall semester to the
1104 department chairperson.

1105

1106 **December 15th (USM mandated date)**

1107 Tenure-track faculty in the second academic year of service must be notified by the President in
1108 writing of non-reappointment for the next academic year.

1109

1110 **The First Friday in January**

1111 A. The department PTRM committee reports with recommendations and vote count on all
1112 first-year tenure-track faculty are submitted to the department chairperson.

1113 B. The college PTRM committee reports with vote counts and recommendations for faculty
1114 reviewed for tenure and/or promotion are submitted to the dean.

1115

1116 **The Third Friday in January**

1117 A. The dean's written evaluation regarding promotion and/or tenure with recommendation is
1118 added to the faculty member's evaluation portfolio.

- 1119 B. The college PTRM committee's report with vote counts and recommendations and the
1120 dean's recommendation are conveyed in writing to the faculty member.
- 1121 C. The department PTRM committee and chairperson recommendations concerning
1122 reappointment for first-year tenure-track faculty are delivered to the faculty member and
1123 the dean.
- 1124 D. All documentation for the third year review of tenure-track faculty is submitted by the
1125 faculty member to the department chairperson.
- 1126 E. Department chair recommendations on reappointment of first-year faculty must be added
1127 to the faculty member's evaluation portfolio.

1128

1129 **The First Friday in February**

- 1130 A. The college dean forwards the summative portfolio inclusive of the committee's and the
1131 dean's recommendations of each faculty member with a recommendation concerning
1132 promotion and/or tenure or five-year comprehensive review to the Provost.
- 1133 B. The dean forwards all recommendations regarding reappointment/non-reappointment to
1134 the Provost. If the dean disagrees with the department recommendation, the dean shall
1135 prepare his/her own recommendation and send a copy to the faculty member and add this
1136 recommendation to the summative portfolio.

1137

1138 **The Second Friday in February**

- 1139 A. The dean will, following his/her review, forward department recommendations for
1140 faculty merit to the Provost. If the dean disagrees with the department recommendation,
1141 the dean shall add his/her recommendation to the faculty member's evaluation portfolio
1142 and deliver the negative decision in person or by certified mail to the faculty member's
1143 home.
- 1144 B. Department documents concerning promotion, tenure/reappointment, and merit (with an
1145 approval form signed by all current faculty members) are submitted to the university
1146 PTRM committee.
- 1147 C. Negative reappointment recommendations for first-year faculty are forwarded from the
1148 Provost to the President.

1149

1150 **March 1**

1151 First year faculty must be notified of non-reappointment by written notification from the
1152 university President.

1153

1154 **First Friday in March**

1155 Faculty under third-year review must be provided with written and face-to-face feedback on their
1156 performance toward tenure.

1157

1158 **Third Friday in March**

1159 Provost's letter of decision is conveyed to the faculty member, department and college PTRM
1160 committee chairpersons, department chairperson, and dean of the college.



Department of Family Studies and Community Development

Classroom Observation Template

Instructor's Name:

Observer's Name:

Number and Course Title:

Date of Classroom Observation:

Number of students enrolled:

In attendance:

Type of class:

- Class Discussion
- Student Presentations
- Group work
- Lecture
- Seminar
- Other (please describe below)

In-Class Observations

1. Knowledge of the subject:

Excellent Good Needs Improvement Unable to Observe

Comment on the instructor's content knowledge for this session. Use the prompts below to guide your thinking.

Did s/he explain ideas clearly?

Did s/he seem well-prepared?

Was s/he able to answer questions posed by the students?

2. **Organization of the class:** Identifying a central purpose, holding to it, integrating questions and answers into it, clarifying major points in it, managing time, etc.

Excellent

Good

Needs Improvement

Unable to Observe

Comment on the class session's organization. Use the prompts below to guide your thinking.

Did the instructor:

Identify a central purpose for that session?

Maintain the focus on that central purpose throughout the class?

Clarify major points?

Manage class time well (to avoid feeling rushed)?

3. **Pedagogy:** E.g., classroom manner, classroom presence, innovation, ability to guide a discussion or workshop, responsiveness to student input, clarity, etc.

Excellent

Good

Needs Improvement

Unable to Observe

Comment on the instructor's teaching methods. Use the prompts below to guide your thinking.

How would you describe the instructor's classroom manner and presence?

Did this instructor introduce pedagogical innovations that you found noteworthy? If so, which?

Did the instructor check for student understanding of the material periodically?

Did the instructor encourage broad participation?

Did the instructor encourage / give opportunities for critical thinking/debate about the subject matter?

4. **Academic Rigor:** To what degree did the classroom activities and assignments meet the intellectual expectations of a course at this level? To what degree did the faculty member encourage critical thinking and careful reasoning?

Excellent

Good

Needs Improvement

Unable to Observe

Comment on the academic rigor of the course in general, and for this session. Use the prompts below to guide your thinking.

Are course activities thoughtful and well-connected to course objectives and learning outcomes?

Are grading rubrics used for course activities appropriate for the assignment and level of the course?

Are the grade distributions for course activities consistent with department expectations for the level of course?

5. **Student Engagement:** To what degree did the faculty member encourage student engagement and enthusiasm (through dialogue, energy level, eye contact, calling upon students by name, etc.)?

Excellent

Good

Needs Improvement

Unable to Observe

Comment on student engagement. Use the prompts below to guide your thinking.

How many students used laptops/IPads for note taking?

Did most of the students appear intellectually engaged?

What means did most of the students use to take notes?

Did students ask meaningful questions?

Were students often distracted (cell phone use, Facebook, etc.)? How did the instructor respond to these issues, if at all?

Syllabus-Required Information

According to the Faculty Handbook, the following information is required on all syllabi. Check all that apply.

- Course name and number
- Instructor information(name, email address, telephone and office numbers)
- Text[s] required including bibliographic information
- Brief description of course content
- Learning Outcomes Statement
- Assignments and requirements
- Grading procedures
- Attendance policy (including lateness)
- Plagiarism policy
- Policy for students with special needs
- Statement that the course can be repeated only once without permission of the Academic Standards Committee.
- A week-by-week or session-by-session calendar

Comment on any other information included or missing from the syllabus related to effectively communicating expectations and requirements.

Attach the syllabus and any additional materials supplied by the instructor (written assignments, handouts, etc.)

Conference with Instructor

The observation process and form are meant to serve both an evaluative and a mentoring purpose. The post-observation conference should be a dialogue between observer and the

observed faculty member. Comment on your post-observation conference with the instructor. When did you meet? Briefly list any relevant information that came up in your discussions with the instructor.

Observer's Signature _____

Instructor's Signature _____

Date Completed and Submitted to the Department _____

All tenured, tenure track, clinical, lecturer, faculty must have peer teaching evaluations conducted on a regular basis as outlined in the University, College, and Departmental PTRM documents. Adjunct faculty must be observed annually. The peer teaching evaluation is intended to be an evaluative process, as well as provide an opportunity for faculty being observed to receive constructive feedback to improve teaching effectiveness.

Pre-Visit Preparation. The Peer evaluator and faculty member schedule the time and date of the peer evaluation. This information should be shared with the Chair of the Promotion and Tenure Committee so that it can be recorded. Before the agreed upon date the peer evaluator should review course syllabus and the course Blackboard site for course objectives, teaching, and assessment methods.

Peer Evaluation Visit. For the class evaluation, the evaluator should attend an entire class period. Upon completion of the visit, the faculty member conducting the observation should complete the peer evaluation. A thorough written evaluation should include strengths as well as suggestions for alternative ways to improve teaching.

Post Evaluation Meeting. The Peer evaluator and faculty member should arrange to meet following the class visit to discuss the prepared peer evaluation. Both faculty members sign the peer evaluation form. Copies of the peer evaluation form should be given to the faculty member and the Department Chair. Observed faculty should include the evaluation in their Annual Review and Tenure materials.

APPENDIX C

Clinical Faculty Scholarship/Administrative Ability/Accomplishments

Administrative Ability: demonstrates administrative aptitude in processes and procedures

Administrative Accomplishment: demonstrated proficiency in creating and/or substantial enhancing/developing administrative procedures to advance the department's clinical processes

- Leadership associated with department internship, service learning and community partner activities
- Oversight of all sequential department developed field work courses (FMST 297 Preparing Human Service Workers: Pre-Internship, FMST 397 Internship in Family and Human Services and FMST 497 Advanced Internship in Family Studies and Community Development)
- Student Development including Managing Student Issues Related to Field Work and Field Work Courses
- Community Engagement and Collaboration
- Maintaining a high level of Clinical/Professional Excellence

Below are examples of activities in each area:

- ***Leadership associated with all department internship, service learning and community partner engagement activities***
 - **Facilitate bimonthly department internship committee meetings**
 - **Facilitate longer working meetings at least twice a year**
 - **Manage assessment related to the learning outcome(s) related to field based courses**
 - **Work with internship team to distribute various administrative responsibilities**
- ***Oversight of all sequential department developed field work courses (FMST 297 Preparing Human Service Workers: Pre-Internship, FMST 397 Internship in Family and Human Services and FMST 497 Advanced Internship in Family Studies and Community Development)***
 - Recommend and implement curriculum/ course changes
 - Enhance field work curriculum with technology consistent with professional preparation
 - Prepare and submit curricular changes/ additions to curriculum committee
 - Develop course syllabi and BlackBoard Sites for use by all department instructors
 - Collaborate and mentor instructors teaching the courses
 - **Ensures consistency among all faculty teaching field work courses**
- ***Student Development including Managing Student Issues Related to Field Work and Field Work Courses***
 - Manage Out of Sequence FMST 297 students: update out of sequence student list, review updated preapproval documents, support student in internship site selection process
 - Request student professional liability documentation
 - Oversee field placement of FMST 397 and FMST 497 students
 - Manage FMST 297 Internship Preapproval Process: review FMST 297 preapproval documents, review internship candidates with FMST faculty for potential internship challenges, meet with identified students
 - Manage, in coordination with department chair and administrative assistant, permit process for FMST 297, FMST 397 and FMST 497
 - Review field work policies at least annually and recommend changes and/or additions as needed.
 - Counsel students involved in field work site issues

- ***Community Engagement and Collaboration***
 - ***Managing all facets of internship site affiliations***
 - Identify deficiencies in approved internship site list/ seek to fill deficient areas
 - Coordinate vetting of new sites including administrative duties: communication with student/site and document archiving
 - Review site list at least annually and remove inactive and uninterested sites
 - Develop affiliation agreements
 - Review field work handbook at least annually and make revision as needed
 - Communicate closely with site supervisors when handling student issues
 - Manage the internship site student evaluation process
 - ***Agency Collaboration***
 - Coordinate or participate in the coordination of yearly advisory board meetings
 - Coordinate Panel of Professionals (Fall/Spring semesters)
 - Coordinate Risk Management workshop (Spring)
 - Participate in campus-wide internship committees
 - Support department sponsored workshops (Disability Awareness workshop and Leukemia Lymphoma workshop)
- ***Maintaining a high level of Clinical/Professional Excellence***
 - ***As per V. C. 3 in the university document, “Scholarship should be closely related to the clinical areas of expertise and responsibilities.”***
 - Maintaining licensure
 - Obtaining training in clinical practice
 - Providing information to professionals via workshops, trainings, or conference presentations
 - Practicing in the community
 - Serving on Boards in the community or in professional organizations

Appendix D -1

BALLOT

DEPARTMENT MERIT RECOMMENDATION

Based on Evaluation of Activities for Academic Year

June 1, 20__ to May 31, 20__

Faculty member being evaluated _____ Rank _____

Department of _____

Faculty member casting this ballot: ID# _____ Date _____

Check one level of merit under each category.

	Teaching/Advising	Service	Scholarship*
Not Meritorious			
Satisfactory (Base)			
Excellent (Base +1)			

*As defined in the *Towson University Policy on Appointment, Rank, and Tenure of Faculty (VI.B.2.a)*: “research, scholarship, and in appropriate areas, creative activities.”

OVERALL MERIT RECOMMENDATION (check only one):

Not Meritorious	
Satisfactory (Base)	
Excellent (Base +1)	

This is a secret ballot as directed by the

Towson University Policy on Appointment, Rank, and Tenure of Faculty

(Appendix 3: III.A.5)

Appendix D -2

DEPARTMENT SUMMARY MERIT RECOMMENDATION

Based on Evaluation of Activities for Academic Year

June 1, 20__ to May 31, 20__

Faculty member evaluated: _____ Rank _____

Department of _____

Signature Dept. Merit Committee Chair: _____ Date _____

Department Merit Committee Total Votes

	Teaching/Advising	Service	Scholarship
Not Meritorious			
Satisfactory (Base)			
Excellent (Base +1)			

OVERALL MERIT RECOMMENDATION (check only one category)

Not Meritorious	
Satisfactory (Base)	
Excellent (Base +1)	

Signatures of voting merit committee members *(use backside if necessary)*:

Appendix D -3

Summary Merit Recommendation Report

FMST Year _____

Instructions: This form is a consolidation of the merit committee members' individual ballots for each faculty member that is being considered for the year. It shows whether the committee found their materials for teaching, scholarship, and service to be Not Satisfactory (NS), Satisfactory (S) or Excellent (E), and whether they are eligible for No merit, Base merit or Base plus merit.

Four faculty members can be chosen for Base Plus Merit based on eligibility and deliberation by the committee.

NAME	NS	S	E	No Merit	Base	Base Plus
<i>Faculty member's name</i>						
TEACHING						
SCHOLARSIP						
SERVICE						
TEACHING						
SCHOLARSIP						
SERVICE						
TEACHING						
SCHOLARSIP						
SERVICE						
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SCHOLARSIP						
SERVICE						

Summary:

I confirm that I have seen this report:

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

APPENDIX E

Department of Family Studies and Community Development

Examples Indicating Excellent/ Base Plus Merit Performance

Examples of Teaching and Advising that may indicate Excellent/ Base Plus Merit performance include, but are not limited to:

- a. achievement of a significant internal or external instructional grant or fellowship
- b. development, implementation, and assessment of a program to enhance department advising and/or department developed courses or curriculum
- c. supervision of student research projects that earn distinction outside the department.
- d. unusual validation of teaching, such as a Regent's Award or Student Government Award
- e. new course development requiring substantial continuing education and serving the needs of the department
- f. new course published in university catalog

Examples of Scholarship for tenure track faculty that may indicate Excellent (Merit Plus) performance include, but are not limited to:

- a. accepted publication of research, theoretical paper, or case study in a peer-reviewed journal
- b. publication of a significant applied work of scholarship in one's field of expertise
- c. award of a significant external grant or Fellowship
- d. publication of a peer- reviewed book or book chapter

Examples of Scholarship for clinical and lecturer faculty that may indicate Excellent (Merit Plus) performance include those listed above with the addition of:

- a. publication or printed dissemination of a model program/ project developed

- within the current faculty role or clinical practice.
- b. presentations at national, state, or regional conferences
- c. participation in professional organizations on boards, committees, and leadership roles
- d. extraordinary development of community collaboration relationships/project that enhances departmental and University reputation in the field.
- e. unusual validation of clinical practice such as an award of regional and national recognition.
- f. extraordinary development of department program or procedure that is identified as a department need and benefits the clinical/ human service arm of the department.
- g. For lecturers only- maintenance of disciplinary and teaching currency as defined by the Faculty Policy on the Employment of Lecturers (02-01.05)

Examples of Service that may indicate Excellent (Merit Plus) performance include, but are not limited to:

- a. extraordinary service to the University, College, Department, Community, Governmental or Professional organization that requires significant time or a major project that exceeds the allowable workload percentage.
- b. development or significant revision of an academic or institutional program
- c. lead responsibility for the organization of major professional conference or a major conference related to one's field of one's professional expertise
- d. assuming the leadership of a major University or College committee or task force
- e. assuming the uncompensated leadership of a non-profit community organization.